

MINUTES OF COMMITTEE MEETING

26/3/15

ACTION

- Present:**Jonathan Williams (Chair), Erica Corbett (Secretary), Lucy Johnson (Treasurer), Bea Taylor, Zoe Bulli, Warren Barns (Committee Members)

Apologies: Michelle Lawfull (Vice-Chair), Laura Shanks, Nicola Smith (Committee Members)
- The minutes of the last meeting (29/1/15) were agreed.
- Staff Reports:**Please see attached.
Rainbow day was a success and raised £241.60.
Ruth is in negotiation with the Church about the artificial grass. There might be a grant available from the Synod.
The Committee agreed the proposed fee increase of £1.50 per session.
- Treasurer's Report:** We have £17,380.53 in the Current Account, and £35,428.32 in the Deposit Account. Pay increases have been awarded to Lisa, Ruth, Janet, Kitty, Terry and Vicki. These will be effective from 1st April 2015.
- Highams Park Jumble Trail (26/4/15) Update:** Jon has offered a pitch outside his house but it might be easier to have a stall on Vincent Green where there will be other stalls. Bea will borrow a gazebo and table from Oak Hill. Sunil has some things from last year's Spring Fete in his garage. Warren to check with him re collection. We will also need donations from the Committee and Staff. Jon suggested borrowing the Pre-school's banner to help advertise the Pre-school at the Jumble Trail. Bea will sort out a float for the day with either Lisa or Lucy.
- Fun Day (9/5/15, 12-2pm):** The hall is booked.
Warren will enquire about a bouncy castle.
Bea suggested crafting activities, eg. sand art and will look into this.
Lucy will look at the breakdown of how much each stall made last year.
Food: bacon butties and possibly veggie hot dogs as an alternative. Michelle to arrange food.
Face painting: Michelle to ask Mary. Possibly Janet and Cara could face paint too.
Erica will check with Friends of Handsworth about borrowing their hook-a-duck.
Michelle will sort out Beat the Goalie.
We will also have a cake stall, splat the rat and a teddy tombola.

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ML

After the Jumble Trail we will see what is left and whether it is worth having a second hand toy stall to try to sell it.

Raffle: Jon will sort some raffle prizes. Bea will write to places like Colchester Zoo to ask for tickets as prizes.

Sign Boards: Warren will ask Craig McRae if he will provide them for this year. Bea's Mum will design a poster for us. Jon to let Bea know what the poster will need to say. Bea has a printer contact based in Walthamstow. They deliver for free.

A Fun Day sub-committee meeting was set for 30/4.

7. **Coffee Morning:** Suggested date is 2/4. It might need to be 11-11.30 if the Pre-school closes early that day for the end of term. Bea, Zoe and Nicola are available to run the coffee morning. It will be a good opportunity to recruit helpers for the Fun Day, especially as it is Stay and Play week so there will already be parents in the setting.

Erica will check the date and time with Lisa and do the posters, book bag letters and requests for donations.

The suggested date for a Coffee Morning after Easter is 21/5. Erica to check this date with Lisa.

8. **Diary Dates:** 2/4 – Coffee Morning. 26/4 – Jumble Trail. 30/4 – Fun Day Sub-committee planning meeting. 9/5 – Fun Day. 21/5 – Coffee Morning.

9. **DATE OF NEXT MEETING: 21st May 2015.**

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JW

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Administrator's Report

Setting numbers:

The setting is currently full with, 23 funded 3 year olds, 5 funded 2 year olds.

Waiting list numbers:

We currently have 42 children on the waiting list.

Funding from Local Authority (LA):

In February we received an additional £4255.29 from the LA. £3474.81 was for the autumn reconciliation 2014/2015 (we had been under paid) and a further £780.48 was paid for the increase of FEEE per child due to our new Ofsted rating of Good and this was back dated to the summer term 2014.

Garden:

The church has agreed that the Pre-school can now lay artificial grass in the garden.

The Borough have in principal agreed that we can apply for a capital works grant for the artificial grass, to have a concrete base laid for the sandpit to sit on and strips for the edge of the steps.

In order to get the grant the church has to sign a contract regarding claw backs should we leave the premises. I have been in touch with the Synod who would be signing the contract and have sent them all the necessary paperwork for their legal department to look at. I am waiting to hear back from them.

Lease:

A new five year lease has been signed by both the church and the Pre-school. The rent has remained the same but can be reviewed annually.

Early Years Payment Term and Conditions

The Borough are in the process of issuing settings with the new EY Payment Terms and Conditions (contract) which will be valid from 1 April 2015 to 31 March 2018.

The draft contract has been sent to settings for comment. I have returned (my two pages) of comments to our Private, Voluntary and Independent (PVI) rep who will feed back at the schools forum. Once the contract has been agreed the Chair will be required to sign the contract on behalf of the setting.

Pupil Premium

From 1 April 2015 we are able to claim up to £302 per annum for every 3 and 4 year old from low income families to help them from falling behind before they have even started school.

I will be issuing forms to all 3 and 4 year olds in our setting shortly to establish who is entitled to this extra funding.

Disqualification by Association

Settings have a legal responsibility to ensure that each member of their staff team is suitable to work with children and not disqualified and that the staff are not disqualified from working with children due to offences committed by people who live in the same household of them.

Therefore, I will be asking staff to complete a declaration form to confirm that neither they, nor anyone they live with, have been convicted of any offences.

This declaration will be required to be completed annually.

September 2015 intake

I have asked parents to complete and return a form notifying me of their intentions regarding their child's place for September 2015. After the Easter holidays I will commence contacting the families on the waiting list to offer session to their children for September 2015 intake.

Visit to toddler groups:

Following on from the last committee meeting, I gave some of our flyers to Bea who I understand will be/or has visited local toddler groups in our area to hand out the flyers.

Fees for session

We currently charge £11.50 per session to those families who are not entitled to the Free Early Education Entitlement (FEEE). This cost is reviewed annually. (But does not necessarily increase each year).

At our last planning meeting the staff discussed increasing the fees for September 2015. We would like to increase the fee to £13 per session (£4.33 per hour). This would be bringing the fee more in line with the FEEE that we receive for the funded 3/4 year olds.

Therefore, we would ask the committee to consider our request and to confirm if this increase of £1.50 per session is acceptable.

Staff Pay Review

For information: A staff pay award is considered each year (Increase from April of each year, should it be agreed). I understand Lucy is looking at the figures and I am sure will be discussing if a pay rise can be offered to staff.